



2020-2021 MSAA Local Observation Checklist

District Name:	School Name:
Grade Cluster:	Domain:
Testing Location:	Date:

Observation Rating Classification

Not Evident	Needs Improvement	Meets Expectation	Exceeds Expectation
0	1	2	3

Before Assessment	Unable to Observe (NA)	Not Observed	Observed	Final Rating
Instructions have been provided for school staff and students to establish "Assessment Day" expectations as defined by school administration.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Per the MSAA Technology specifications document, technology updates to student and staff computers are in place to ensure access to test items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs Quality Control (QC) checks of assessment locations per the "standardized room checklist" instructions.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Student accessibility and accommodation features are established prior to the testing session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Directions for Test Administration (DTA), which are specific to each student, are downloaded and easily accessible prior to test administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A comfortable and secure testing environment is established according to the protocol as outlined in the Test Administration Manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Room meets all other security requirements (i.e., no cameras, Test Administrator (TA) can move around freely).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Materials in the room that could give an examinee an unfair advantage are covered or removed (e.g., maps, vocabulary lists, etc.).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Testing in Progress - Do Not Disturb" signs are posted on all entrances to the testing location.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test materials are kept in a secure location as examinees enter and exit the room.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cell phones/personal electronic devices are powered off and stored out of sight.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test administrator used sample items prior to testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Students are confirmed to be in the assigned assessment prior to beginning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Test administrator has all materials ready for students (e.g. paper test, computer-based test, or a combination of both).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Score				
Comment on activities observed before the assessment which are not covered by these observation ratings. (Do NOT provide any personal identifiable information or comments that are not matter of fact statements.) Provide comment on any tasks for which you recorded a "Not Observed" and/or "0" for Observation Rating.				

During Assessment	Unable to Observe (NA)	Not Observed	Observed	Final Rating
Only "authorized personnel" are in the room.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authorized personnel are always present in the room.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Directions for Test Administration (DTA) were used throughout the entire session as a guide and script exactly as written.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The accommodations and supports that are identified in the IEP are provided to the student in a standardized manner according to the Test Administration Manual instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Read aloud protocols are followed according to the Test Administration Manual instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scribing protocols are followed according to the Test Administration Manual instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the Sign Language Accommodation is used, the TA follows protocol according to the Test Administration Manual instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the Augmentative and Alternative Communication is used the TA is followed according to the Test Administration Manual instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The script regarding the "prohibition of electronic devices" is read and enforced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical prompting is NOT evident (i.e.: pointing, gesturing, hand over hand, etc..)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA appropriately handles any difficult situations that may arise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The room remains free from disruptions during the entire testing period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Test Administrator administered the Student Response Check (SRC).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TA exhibits professional and unobtrusive behavior at all times, including interactions with other school staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any testing incidents that arise are appropriately handled and reported per the MontCAS Test Security Manual*.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the Early Stopping Rule (ESR) is applied, the Student Response Check (SRC) has been administered more than one time prior to stopping the test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Score				

Note: (*) an asterisk indicates a common test security requirement for all assessments.

Comment on activities observed during the assessment which are not covered by these observation ratings. (Do NOT provide any personal identifiable information or comments that are not matter of fact statements.) Provide comment on any tasks for which you recorded a "Not Observed" and/or "0" for Observation Rating.

After Assessment	Unable to Observe (NA)	Not Observed	Observed	Final Rating
Immediately after the testing is complete, the TA accounts for all test materials, which are never left unattended (i.e.: printed copies of the test, scoring rubrics, student work, and writing materials).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All COMPLETED tests are handled according to policies outlined in the Test Administration Manual.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All INCOMPLETE tests are handled according to policies outlined in the Test Administration Manual.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any test materials that were disassembled for lamination and/or easy sanitization are collected and accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Testing materials were never left unattended.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Score				

Comment on activities observed after the assessment which are not covered by these observation ratings. (Do NOT provide any personal identifiable information or comments that are not matter of fact statements.) Provide comment on any tasks for which you recorded a "Not Observed" and/or "0" for Observation Rating.

Additional Monitoring and Documentation	Unable to Observe (NA)	Not Observed	Observed	Final Rating
System Test Coordinator (STC) can provide the training log and/or other documents confirming credentials and annual training of test administrators in test security protocols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System Test Coordinator (STC) can provide a copy of the following MontCAS plans, a) Test Training, b) Test Security, c) Test Accessibility, and d) Test Administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System Test Coordinator (STC) can provide evidence of TA/BC and AR signed Test Security Agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STC/BC or TA can show the secure storage location for testing materials (for storing between test sessions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STC/BC or TA can show evidence of using the OPI's alternate eligible criteria for ensuring students meaningfully participate in the appropriate assessments.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STC/BC or TA can show evidence of using the OPI's English Learner eligible criteria for ensuring students meaningfully participate in the appropriate assessments.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Students given “non-standard accommodations” have been confirmed ahead of time by the test provider (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System Test Coordinator (STC) can provide evidence of parent/guardian notice letters home.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System Test Coordinator (STC) can provide evidence of score reports to parent/guardians.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System Test Coordinator (STC) can provide evidence of school testing plans.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall, the school building reflects the use of consistent protocols across testing locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall, the school building reflects a culture and climate that supports testing (i.e., extra signage, morning announcements).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Score				
<p>Observer: Provide additional comments on testing security and assessment culture. Please comment on any tasks for which you recorded a “Not Observed” and/or “0” for Observation Rating.</p> 				
<p>Did testing irregularities occur during any of the testing days?</p> 				
<p>STC: Are there ways that you would like to see test security practices enhanced?</p> 				
<p>Did the assessments in your school go as expected? If so, please describe what made this a positive experience. If not, please describe what made this a negative experience and/or steps that could have been taken to improve the experience.</p> 				
<p>Provide any additional comments.</p> 				

Local Observer Recommendation		Overall Rating
Preparation <u>before</u> administration.		
Consistency with protocols <u>during</u> administration for a standardized outcome.		
Proper <u>after</u> procedures to maintain the security of the materials.		
Evident there is a supportive climate to ensure data fidelity and integrity.		
Evident there is culture of expectations for required test security policies throughout the school system.		
Total Observation Rating		
Explain any strengths in the school's administration protocols:		
Describe any insights or issues:		
Recommendations for Technical Assistance:		

As observed by the undersigned,

Local Observer & Title (Print Name)

Local Observer (Signature)

Date _____

Note to Local Observer: Sign this form and submit the original copy to the Assessment Office within ten business days of the observation.